



2000 Forest Ridge Drive, Bedford Texas 76021,
www.bedfordtx.gov (817) 952-2100

Open: June 18, 2012
Closed: June 25, 2012

JOB POSTING
Teen Court Clerk
Full Time
\$14.00/Hourly

JOB SUMMARY:

Provides clerical support for the teen court program.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and one to three months related office/clerical experience Some college preferred
- Must possess a valid Texas Driver's License
- Must be Notary Public or be bondable
- Ability to speak effectively before groups of customers or employees of organization

SKILLS AND EXPERIENCE:

- Must have demonstrated knowledge of use and application of computer software relevant to the position (i.e., Microsoft Word, Excel, and Access)
- Desired: certification as Deputy Court Clerk
- Must have working knowledge of office machines such as copiers, fax machines, etc.
- Responsibilities include recruiting, training and supervising volunteers
- Must have demonstrated customer service skills
- Lift and/or move up to 50 pounds

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on line on our web site @ www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer